



WISCONSIN
SWIMMING

Jeanne Drzewiecki
Sanction Manager, Wisconsin Swimming Staff
sanctioncoordinator@wisconsinswimming.org
meets@wisconsinswimming.org
2556 North Grant Blvd
Milwaukee, WI 53210

October 26th, 2020

TO: MEET DIRECTORS

RE: 2020-2021 PROCESS FOR OBTAINING SANCTIONS OR APPROVALS

Effective Immediately, Wisconsin Swimming has developed a new process for obtaining and processing sanctions and approvals. In July 2020, Wisconsin Swimming's Technical Planning Committee developed a Flex Meet Plan Policy which will allow for more flexibility with meets during the 2020-2021 Fall-Winter Season. This Policy can be found on Wisconsin Swimming's webpage under the "Events" tab and "Schedule/Results/Event News".

To Streamline any SWIM MEET-related issues below, Wisconsin Swimming has added a new email address: meets@wisconsinswimming.org. This email is linked to both the Sanction Manager (Jeanne), Operations Manager (Angela) and the Webmaster (Dale).

Wisconsin Swimming's Office has also developed the following process:

1) MEET REQUEST:

- a. Per the Flex Meet Policy, all "open" meets should be sent to the Sanction Manager at least 45 days prior to the first day of competition. Meets not on the schedule should have the meet announcement within 14 days of the start of competition.
- b. USA/Wisconsin Swimming has developed Covid-19 disclaimers that must be on the Meet Announcement. Samples can be obtained by contacting the Sanction Manager.
- c. Send your Meet Announcement to Jeanne (meets@wisconsinswimming.org) for all Sanctions and Approvals. Approval Requests should be accompanied with Form D ("Forms" and "Meet Management Forms").
- d. Sanction Manager will review the Meet Announcement and make any corrections needed before the final Sanction/Approval has been issued and communicate any changes to the Meet Host contact.
- e. Before Sanctions/Approvals are sent back to the Meet Host – All Meet Hosts are required to sign the Wisconsin Swimming Covid-19 Waiver. This document will be sent by the Sanction Manager to the contact person via DocuSign. Once this document has been returned then the Sanction/Approval will be released.
- f. Upon receipt of your Sanction or Approval Number – please make any corrections and add the Sanction/Approval number to your Meet Announcement and send to meets@wisconsinswimming.org – it is also highly recommended to send the event file along with the Meet Announcement. Putting together your Event File will also help to catch any errors.

2) PRE-MEET:

- a. ALL meets are required to send the athlete rosters to Angela Monty, Operations Manager (meets@wisconsinswimming.org) at their earliest convenience. Angela will notify the Meet Host and participating clubs of any registration issues. Please remember that all athletes 18 years of age or older are required to complete USA Swimming's Athlete Protection Training in order for their times to be eligible for loading into SWIMS.
- b. **NO DECK ENTRIES are allowed by USA/Wisconsin Swimming until further notice.**
- c. Per the Flex Meet Plan Policy any changes to the meet 10 days prior to the start of the meet must be approved by a formed Meet Committee (set up by the Meet Referee).

- 3) MEET:
 - a. FOR ALL SANCTIONED MEETS: The Sanction Manager will notify the Meet Host that they are required to check all Coaches attending the meet. All coaches MUST have current credentials and the Meet Host will have a sign-in roster in which the Meet Director/Designee will double check all credentials. Coaches with expired credentials will NOT be allowed on the pool deck. If the sanctioned meet announcement does not allow spectators during the meet – a coach not in good standings should also NOT be allowed in the spectator section.

- 4) POST-MEET:
 - a. Send UNLOCKED MM Backup to meets@wisconsinswimming.org. The meet results will load the meet into SWIMS. Any issues will be directed back to the Meet Host.
 - b. Meet Financial Statement (via DocuSign) must be submitted Seven (7) Days Post meet:
 - i. Once the MM Backup has been received and loaded into SWIMS, the Sanction Manager will send the Meet Hosts designated person the Meet Financial Statement via DocuSign.
 - c. Meet Report Form – This form should be downloaded from Wisconsin Swimming’s website (FORMS – MEET MANAGEMENT FORMS – MEET REPORT FORM). Once completed send that form and all of the required post meet reports (as directed on the form) to the Sanction Manager (meets@wisconsinswimming.org).

Thank you for your cooperation. Any questions can be directed to Jeanne at (414)530-6292 or sanctioncoordinator@wisconsinswimming.org

Sincerely,

Jeanne

Jeanne Drzewiecki
Wisconsin Swimming, Inc.

cc: Angela Monty, Operations Manager
Dale Nickels, Webmaster
Van Donkersgoed, General Chair

FORMS OBTAINED VIA WISCONSIN SWIMMING’S FORMS TAB ON THE WEBPAGE:

- 1) USA Swimming’s Meet Approval Form D
- 2) Coaches Check-In Form (also sent to Meet Director with Sanction)
- 3) Meet Report Form

FORMS SENT VIA DOCUSIGN:

- 1) Wisconsin Swimming COVID 19 Meet Sanction Application.
- 2) Meet Financial Statement